

**MINUTES OF THE ARTS AND HISTORICAL PRESERVATION ADVISORY
BOARD FOR THE MEETING HELD ON JUNE 24, 2020**

1. Call meeting to order and the establishment of a quorum

Meeting was called at 4:13 p.m.

2. Roll Call

Present: Ellen Morrison, Theresa Elliott, Mary Branum, Christine Hopkins, City Secretary Janelle Williams, Asst. City Secretary Nellie De La Fuente, Council Member Dr. Craig Brown, Council Member David Collins, City Attorney Don Glywasky, and Finance Supervisor Debbie Jordan.

Absent: Sam Malchar and Surinder Aulakh.

3. Request to address the board. Each person is limited to 3 minutes

N/A

4. Election of New Officers

Ellen Morrison made a motion to nominate Mary Branum for Chair, with Theresa Elliott seconding the motion. Unanimously approved

Theresa Elliott made a motion to nominate Ellen Morrison for Vice Chair, with Christine Hopkins seconding the motion. Unanimously approved.

5. New Members must take the Public Information Act and Open Meetings Act videos at <https://texasattornerygeneral.gov/og/open-government-training>

Chair Mary Branum asked Nellie to advise the two new members about taking the training courses.

6. Reduction of Arts & Historical Preservation Advisory Board awards due to loss of HOT revenue during the pandemic

Chair Mary Branum opened up the discussion with the board on the reduction of AHPAB awards due to loss of HOT revenue during the pandemic along with the current AHPAB ordinance. Additional discussion was held regarding changing allocations to a percentage of available funds in the future. Board members will return applications and financial reports to the City Secretary after review, and the Finance Department will be responsible for storage and destruction of the records.

Chair Mary Branum made a motion to reduce the allocations for FY2020/2021 based on a pro rata amount of what organizations were originally awarded in the event the HOT does not come in at the budgeted amount, with Theresa Elliott seconding the motion. Unanimously approved.

7. Protocols for managing/filing/destroying financial records from participating organizations.

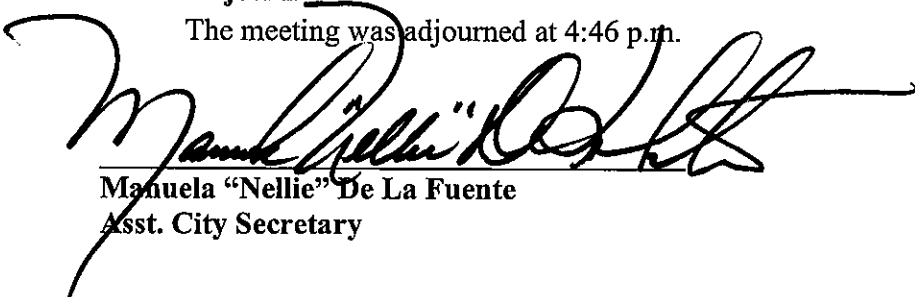
Members of the board expressed concerns about receiving financial reports for the recipient organizations. In the future, the Finance Department will collect all copies of the financial reports from board members. City staff will send a reminder to former board members to return any documents in their possession.

8. Schedule meetings

The next meeting was scheduled for July 16, 2020 for 4 p.m.

9. Adjourn

The meeting was adjourned at 4:46 p.m.



Manuela "Nellie" De La Fuente
Asst. City Secretary